



National Science Foundation

Rotational Vacancy

**DIRECTORATE FOR SOCIAL, BEHAVIORAL & ECONOMIC SCIENCES
DIVISION OF SOCIAL AND ECONOMIC SCIENCES
ARLINGTON, VA 22230**

ANNOUNCEMENT NUMBER: E20040032- Rotator

OPEN: 01/14/2004

CLOSE: 04/13/2004

THIS POSITION WILL BE FILLED ON A ONE OF TWO YEAR VISITING SCIENTIST APPOINTMENT, FEDERAL TEMPORARY APPOINTMENT OR INTERGOVERNMENTAL PERSONNEL ACT (IPA) ASSIGNMENT BASIS.

The National Science Foundation is seeking qualified candidates for a temporary position to be filled in the Division of Social and Economic Sciences (SES), Directorate for Social, Behavioral and Economic Sciences (SBE), Arlington, VA. The selected candidate will fill the position as a Social Scientist (Program Director), AD-0101-4, for the Innovation and Organizational Change (IOC) Program. IOC is an interdisciplinary program with close links to the Engineering Directorate that seeks to advance knowledge of organizational behavior with special attention to processes of organizational transformation and factors that can advance or retard such change. Ordinarily IOC-sponsored research occurs in the context of specific organizations, including private enterprises, governmental and education organizations. For information on the IOC program see <http://www.nsf.gov/sbe/ses/ioc/start.htm>.

DUTIES AND RESPONSIBILITIES: The individual selected for this position will serve as Program Director of the Innovation and Organizational Change Program and will be responsible for managing the review of proposals submitted to NSF, recommending and documenting actions on the proposals reviewed, dealing with administrative matters relating to active NSF grants, maintaining regular contact with the research community, and providing advice and consultation. Program Directors also engage in and may share management responsibility for NSF-wide initiatives and interagency collaborations. Additional responsibilities include long-range planning and budget development for the areas of science represented by the program or program cluster, the administration of the merit review process and proposal recommendations, the preparation of press releases, feature articles and material describing advances in the research supported and coordination and liaison with other programs in NSF, other Federal agencies and organizations. Other duties and responsibilities include the following:

- Knowledge and understanding of scientific principles and theories applicable to the study of organizations and organizational change.
- Research, analytical, and writing skills which evidence the ability to make sound scholarly judgments, master a wide variety of theoretical and methodological approaches to research and explain in writing recommendations and decisions based on findings.
- Ability to organize, implement and manage a proposal-driven grant program allocating resources to meet a broad spectrum of program goals.
- Ability to cooperate and work effectively with peers in other scientific disciplines on joint ventures and to present and advocate program plans and policies to individuals in the Foundation, other government agencies and academic institutions
- Knowledge and understanding of the budget process including developing, planning and budget formulation.

QUALIFICATIONS REQUIRED: Applicants must have a Ph.D. or equivalent experience in a field relevant to Social and Organizational Behavior plus six or more years of research, research administration, and/or managerial experience pertinent to the position. The applicant should possess a demonstrated capacity for or experience in providing leadership to multi-disciplinary research programs, or managing research with a broad spectrum of the social and economic research community.

This position is for a period of one or two years and may be filled on a Temporary Appointment, Visiting Scientist, Engineer, and Educator Program (VSEE) or under the provisions of the Intergovernmental Personnel Act (IPA). Temporary and Visiting Scientist appointments will be made under the Excepted Authority of the NSF Act. For temporary appointments, of more than one year, the usual civil service benefits (retirement, health and life insurance) are applicable. For Visiting Scientist appointments, individuals are in a non-pay leave status from the home institution and are appointed to NSF's payroll as a Federal employee. NSF withholds social security and provides reimbursement for fringe benefits. For IPA assignments, the individual remains on the payroll of his/her institution and the institution continues to administer pay and benefits. Individuals must be permanent, career employees of eligible organizations for at least 90 days prior to entering into a mobility agreement with NSF. Individuals eligible for an IPA assignment includes employees of State and local government agencies, institutions of higher education, Indian tribal governments, federal funded research and development centers and qualified non-profit organizations. The salary range, which includes a locality pay adjustment, is from \$83,334 to \$129,864 per annum depending on qualifications and experience. The position will begin in the fall of 2004. Additional information about the Rotational Program can be found at <http://www.nsf.gov/oirm/hrm/jobs/rotators/vsee.htm>.

HOW TO APPLY: Individuals interested in applying for this vacancy should submit a resume or any application of your choice to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Blvd., Arlington, VA 22230, Attn: **E20040032-Rotator**. In addition you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment (the information is used for statistical purposes). Telephone inquiries may be referred to Jacqueline Jackson, on (703) 292-4358. For technical information, contact Dr. Richard Lempert, Division Director, Division of Social and Economic Sciences, at (703) 292-8760. Hearing impaired individuals may call TDD (703) 292-8044. Announcements may be accessed electronically on the World Wide Web at www.nsf.gov/jobs. Applications may be transmitted electronically to rotator@nsf.gov. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- | | |
|---|---|
| 01 - Newspaper (specify) _____ | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office
(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or
Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine
(specify) _____ | 13 - School or college counselor or other official |
| 05 - Affirmative Action Register | 14 - Private job Information service |
| 06 - Attendance at conference, meeting or job fair
(specify) _____ | 15 - Private employment service |
| 07 - NSF recruitment at school or college | 16 - Friend or relative working at NSF |
| 08 - Colleague referral | 17 - Friend or relative not working at NSF |
| 09 - NSF Bulletin | 18 - NSF website |
| | 19 - Internet or other website |
| | 20 - Other (specify) _____ |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;
6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs
and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER